

COUNTY FORMS ORDER**From email:** _____**TO:** CDSS Warehouse, 4291 Pell Dr. #B, Sacramento, CA 95838**FOR:**

County Code	Person To Contact	Date
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Phone Number	Authorizing Signature
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BILL TO:

Agency

Street Address

City, State, Zip Code

SHIP TO:

Agency, Office or Section

Street Address and Room Number

City, State, Zip Code

INSTRUCTIONS

1. Use this order for forms listed in the county forms catalog.
2. Print clearly or type in duplicate.
3. Complete all spaces except shaded areas.
4. List forms in forms catalog sequence.
5. **FREE/SOLD** forms and numbered publication can be on the same order.
6. Make separate line entries (white area) for each form ordered.
7. Route original to the Social Services Warehouse. Retain one for a suspense copy.
 - A. Original, warehouse file.
 - B. Suspense Copy.

Form/PUB Number			Sample Entry Title or Name	Quantity Wanted	Unit of Issue
Prefix	Number	Suffix			
ABCD	239	A	Notice of Action	10	
DFA	285.1	SPAN	Income From Farm Operation	5	

PROCESS CODE LEGEND

Action taken by the warehouse will be found in the process code column on the front of this order. The following codes explain the action taken on your order.

- A. Cancelled, an all office shipment pending.
- B. Back ordered, will be shipped when available.
- C. Cancelled, item not furnished.
- D. Cannot identify, check forms catalog for form number, or send sample.
- G. Quantity reduced, amount requested appears excessive, please reanalyze usage of this item.
- I. Quantity changed due to packaging.
- K. Quantity reduced; Stock low—reorder when needed.
- L. Form Obsolete.
- R.

Line	Form/PUB Number			Title or Name	Quantity Wanted	Unit of Issue	Price Per Unit	Price Per Form Order	Process Code
	Prefix	Number	Suffix						
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									

Total Order: \$

Adjusted Order: \$

TYPE OF ORDER	<input type="checkbox"/> Regular	<input type="checkbox"/> Emergency	DATE RECEIVED:	
Filled by:	Date:	Packed by:	Date	Prices
Weight	Via	B/L	Date	By:
Remarks				